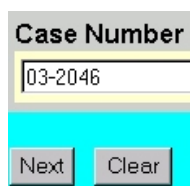


**Summons Service Unexecuted**

**STEP 1** Select **Adversary** from the **Main Menu**, then click on **Summons Service**.

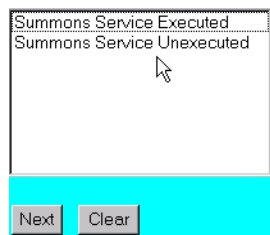


**STEP 2** The **Case Number** screen displays.



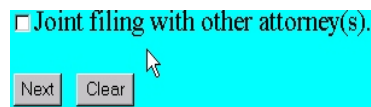
- ◆ Enter a **Case Number** and click on the **Next** button.

**STEP 3** The following screen displays.



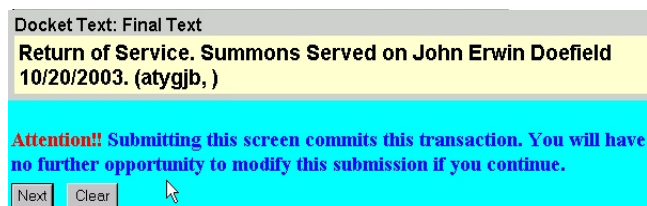
- ◆ Click on **Summons Service Unexecuted**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



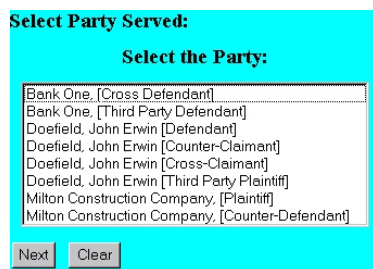
- ◆ Click in the joint filing with other attorney if appropriate to add the additional attorney.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

**STEP 6** The **Select the Party Served:** screen displays.



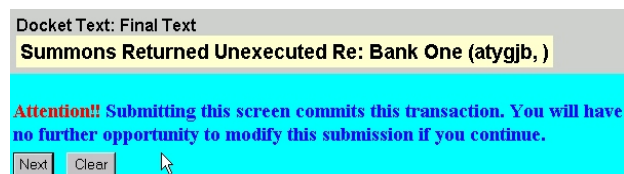
- ◆ Click on the name of the party upon whom service was attempted.
- ◆ Click on the **Next** button.

**STEP 7** A **Verification** screen displays. Verify the accuracy of the case name and case number.



- ◆ Click on the **Next** button.

**STEP 8** The **Docket Text: Final Text** screen displays.



- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 9** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atygjb, entered on 8/4/2004 at 5:02 PM EDT and filed on 8/4/2004

**Case Name:** Milton Construction Company v. Doefield et al  
**Case Number:** [2:03-ap-02046](#)  
**Document Number:** [27](#)

**Docket Text:**  
Summons Returned Unexecuted Re: Bank One (atygjb, )

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\12203.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=8/4/2004] [FileNumber=14498-0] [c0695b504123a27d3035301e0d1046bfa43581b67a7e63d73853ea9b0ab0f6203a9a5101ac5ab87d273bf8ca82197269fdd2d28f96a77faf969f80234ba22e711]